

**CITY OF ELK RIVER
SAFETY COMMITTEE
FIRE STATION #2 (ORONO PARKWAY)
MINUTES OF WEDNESDAY, JULY 20, 2016**

Members present: T. John Cunningham, Safety Coordinator; Katie Haase, Human Resources; Andy Bentzen, Parks; Krystal Fosdick, Fire; Jim LeBrun, Building Maintenance; Tanner Anderson, Streets; Jake Larsen, Liquor Stores; Tony Seibert, Arena; Mike Thiry, Utilities (Electric); Dave Dummer, Police; Eric Volk, Utilities (Water); Steve Benoit, Recreation

Members absent: Brandon Wisner, Administration; Nick Flaherty, WWTP; Bob Ruprecht, Fire and Building Safety

1. Call meeting to order

The Safety Committee was called to order at 1:33 p.m.

2. Consider Agenda

Motion to approve agenda was made by Eric Volk and seconded by Tony Seibert. Motion carried.

3. Approve the Safety Committee Minutes for June 15, 2016

Motion to approve the minutes for the June 15, 2016, meeting was made by Steve Benoit and seconded by Eric Volk. Motion carried.

4. Accident Review

4.1 COD-Wastewater 06-29-16

“Wire sticking out of fence, pulling hose out to hydrant, ran arm across wire, cut arm.”

The Safety Committee did not have any recommendations.

4.2 Fire 07-05-16

“Employee was standing next to Grass Truck #2 when a tire blew.”

John Cunningham advised that all of the tires on the truck have been replaced. He indicated that nothing like this has ever happened before in his entire firefighting career. He also added that the truck is in the budget to be replaced in 2017. The Safety Committee did not have any recommendations.

4.3 Police 07-07-16

“Arrested suspect spit in employee’s faces.”

Katie Haase inquired as to whether or not the employees were tested after the incident. John Cunningham informed her that the risk of being infected is minimal due to the fact that there was no blood present during the incident. Dave Dummer inquired about whether or not there were laws in place regarding testing of suspects during bloodborne pathogen incidents. John indicated that there are laws in place for first responders and he will provide this information to Dave after the meeting. The Safety Committee did not have any recommendations.

5. Department Updates/Concerns

5.1 Administration (Brandon Wisner)

Absent. Brandon advised via email prior to the meeting that he did not have any updates/concerns.

5.2 Street Division(Tanner Anderson)

None

5.3 Parks Division (Andy Bentzen)

None

5.4 Recreation Division (Steve Benoit)

Steve Benoit advised that committee that the Elk River Fire Department offered to bring their Incident Response Trailer to the upcoming music in the park event due to the high temperatures. The employees and public will have access to the trailer. He thanked the fire department and was very appreciative. Steve did not have any other updates.

5.5 Waste Water Treatment (Nick Flaherty)

Absent

5.6 ERMU – Electrical Department(Mike Thiry)

None

5.7 ERMU – Water Department (Eric Volk)

None

5.8 Building Maintenance (Jim LeBrun)

None

5.9 Liquor Stores (Jake Larsen)

None

5.10 Police (Dave Dummer)

None

5.11 Ice Arena (Tony Seibert)

None

5.12 FABS (Bob Ruprecht)

Absent

5.13 Human Resources (Katie Haase)

Katie Haase inquired with Jake Larsen about the light issue at the liquor stores. Jake told her that the lights that were ordered from China have not arrived yet. Katie advised that she would be following up with Tonya Love regarding obtaining the list of employees that attended training recently since she has not received the list yet. Katie asked Tanner

Anderson if he had any updates regarding the first aid wall mounts. Tanner advised that he spoke with an outside vendor about the first aid wall mounts and the vendor will be providing him with a quote. Katie also asked Tanner if he had made any progress with getting a distress button for the front desk at the Streets Department. Tanner stated that he spoke with the girls at the desk and they agreed that a distress button would be a good idea. John Cunningham told Tanner to follow up with Suzanne Fischer about the distress button installation.

6. General Business

7. Old Business

7.1 Facility Checklist Forms

John Cunningham asked the committee if they preferred to have the Facility Checklists online or paper form; the committee agreed that the online version is easier and more efficient. John added that he believes a thorough check of buildings needs to be done a minimum of once a year, but is unsure if a complete thorough check needs to be done every month like the current practice. Tanner Anderson indicated that he will be speaking with IT to see if they can put an icon on his desktop for the Facility Checklist. John will be adding the link for the Facility Checklists to the Safety Portal. John also advised the committee to send him an email if there are any issues on the Facility Checklist that need immediate attention.

7.2 Waste Water Valve Update

John Cunningham advised the committee that he followed up with the valve issue that came up in an accident review last meeting from Waste Water. He indicated that the valve has been completely removed.

7.3 Poster Update

Tanner Anderson asked Katie Haase if she had any updates on the large poster containing pertinent information that she is planning on putting in their facility for Parks and Streets employees. Katie indicated that she is still going through the poster information to make sure that it is current and added that she will look into ordering a board to hang the poster on. She added that they want a board large enough so there is room to post other information for both departments. Tanner and Andy Bentzen informed the committee that Parks employees do not have access to the same computers at the facility as the Streets employees. Katie and John Cunningham both indicated that this is an issue because all employees need to have access to a computer. Katie will follow up with IT to see if there is a way to fix this issue.

8. New Business

9. Adjournment

There being no further business, the meeting of the Safety Committee adjourned at 2:04 p.m.

Krystal Fosdick